



Policy and Procedures

Payment Info:

Small-Group (Lessons are every week and each lesson can have up to 4 students in it)

- **Three payments of \$120 are due on the 1st day of each month:**
(Payment Due Dates: March 1st, April 1st, May 1st)

Private (Lessons are every week and each lesson private, no other students can join the lessons)

- **Three payments of \$240 are due on the 1st day of each month:**
(Payment Due Dates: March 1st, April 1st, May 1st)

Payments will be made the first of the month by check, cash, or credit card (processing fee will apply to all credit card transactions). A \$10 late fee will be added to payments after the first week of the month.

Cancellation policy:

A **two week notice** before the next payment date is required if your family decides not to continue lessons. Refunds will not be given if payment has already been received for that month. Refunds will not be given for missed classes unless canceled by myself. Weather will not cancel class, we will use zoom if travel is unsafe.

Our Rolls

My Roll:

1. To be engaged each and every time during the student's lesson. My goal is to help each artist improve their craft and in a world of constant distraction,
2. If a lesson is scheduled and on the calendar, I will do my best to make sure that lesson happens. I know life happens and will get in the way from time to time, but I will do my best to adhere to the lesson calendar as should you.
3. To keep the art studio a positive environment where the artists are comfortable being able to be themselves and don't have to worry about what others may think. This is a standard that I will not budge on! The Ken Dela art studio is a safe place that allows the artist to be vulnerable.

Student's Role:

1. Maintain a sketchbook for weekly skill assignments provided after each lesson. Most sketchbook assignments will involve drawing pencils and inking pens. You will need to purchase a sketchbook or use one you already
2. Students will be required to show practice sketches each week and talk about successes and areas of improvement.
3. Bring a good attitude to class with the intent to learn, explore, and be challenged.

Parent's Role:

1. Pay tuition on or before the due date. See pay schedule.
2. Commit to weekly lesson attendance.
3. Be encouraging and supportive as your student is learning new techniques and some of them are going to be very challenging at times.

If you have any other questions, please don't hesitate to call or message me at 913-238-7290.

Signature place

Date place

